

Keypoint Interactive Demo Installation and Software Tutorial

Software Installation

Keypoint Interactive has been designed from the ground up to integrate with Microsoft Office 2007. **This software IS NOT compatible with older versions of Microsoft Office.** Keypoint Interactive will integrate with an existing Microsoft Office 2007 installation running on Windows 7, Windows Vista or Windows XP with service pack 2.

Keypoint Interactive requires the following already be installed on your system:

- Windows XP w/SP2, Windows Vista or Windows 7 Operating System
- Microsoft PowerPoint 2007
- Microsoft Excel 2007
- Microsoft Word 2007

NOTE: In addition to Keypoint Interactive, the setup program may install other necessary system components if they are not already on your system.

These may include:

- Microsoft .NET Framework
- Visual Studio Tools for Office



Download the Keypoint Interactive Demo Installation.



Run the Keypoint Interactive Demo Installation.



Launch PowerPoint 2007 in your normal fashion. There will now be a new tab on your ribbon called "Keypoint".

Step 1: The Basics



Enable Simulated Polling

If you are using actual keypads, skip this step. Otherwise, click the "Polling Disabled" icon once to toggle to "Polling Simulation" mode. This will cause Keypoint to simulate response data for testing purposes.

Configure Options

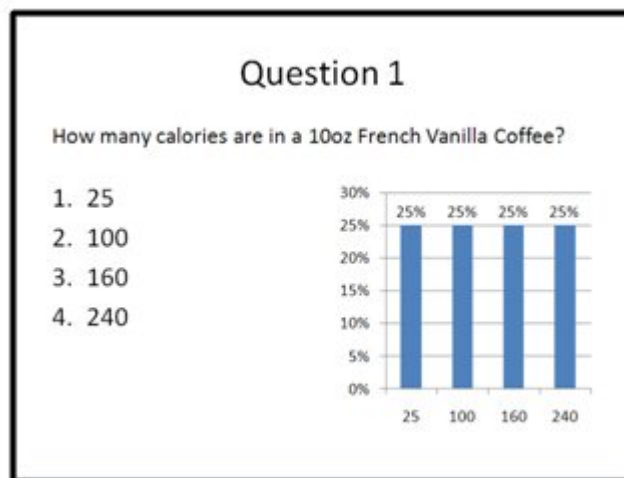
1. Select "options" from the sub-menu under the "Tools" button on the Keypoint tab to open the configuration screen.
2. Since we may be trying this presentation a few times and we aren't really worried about accidentally polling a question more than once, go ahead and enable automatic re-polling by putting a check in the box next to "Auto Re-Poll".
3. We also don't really care about preserving any previous responses during our tests so let's let Keypoint clear out the old data for us each time we poll by putting a check in the box next to "Clear Data on Re-Poll".
4. I don't know about you, but I like to know what's going on at all times. Keypoint can give us a little feedback during polling by letting us know how many people have responded so far. Let's turn that feature on by selecting "Participant Counter" for the "Polling Feedback".
5. Keypoint will automatically simulate data from 100 imaginary people. However, if you are using real keypads, it's time to tell Keypoint where to listen for the incoming responses. Click on the "Transceiver" tab at the top of the options configuration screen. Next, click "Add Transceiver". Configure channel, session #, and keypad ranges as needed.
6. OK, that's it. Click the "OK" button at the bottom of the configuration screen.

The Title Slide

We're ready to start building our presentation. First things first, let's give it a title. The first slide has 2 text placeholders already on it for us. Click on the 1st one, "Click to add title" and type "Keypoint Interactive". Now, click on the second one, "Click to add subtitle", and type "My first audience response presentation".

Insert A Question

1. Click the "Question" button on the Keypoint tab to have Keypoint insert a blank question slide with a chart for you.
2. In the "Click to add title" placeholder, type "Question 1".
3. In the "Click to add Question here" placeholder, type "How many calories are in a 10oz French Vanilla Coffee?"
4. The "Click to add Choice here" placeholder contains a bulleted list. Simply add your choice text and press the Enter key to add another choice to the list. So, type the following, "25", press [Enter], "100", press [Enter], "160", press [Enter], "240". Your list should now resemble:
 1. 25
 2. 100
 3. 160
 4. 240
5. Click your mouse anywhere outside the choices textbox to let the chart automatically update.



Take A Look

That's it! All of the components are in.

1. Start the slide show.
2. Advance to the question slide.
3. If you are using real keypads, enter responses on them now. Otherwise Keypoint will be simulating responses. You should see them come in on the response counter we set up when we configured options.
4. Advancing through the slide will display the graph of your responses.

Step 2: Adding Style



Changing the Presentation Theme

PowerPoint 2007 allows us to change the visual theme of an entire presentation at once. On the "Design" tab of the ribbon, there are several built-in themes to choose from. Let's select the one called "Civic". You'll notice that changing the theme modifies all of the fonts, colors, and styling of the entire presentation, including Keypoint Interactive items.



Timing is Everything

Let's add a countdown clock to our polling question.

1. Select the question slide so that you can edit it.
2. Now, click the "Show Clock" button in the Question Options group on the Keypoint tab. This will insert the default 10 second clock in the lower right-hand corner.

How about shortening it to 7 seconds? Select the number in the center of the shape and simply change it from 10 to 7.

In fact, relocating your clock as well as changing its shape and color scheme are all handled the same way you would edit any other shape in PowerPoint. Let's try it.

1. With the clock shape selected, click on the "format" tab on the ribbon.
2. Drop down the "Shape Effects" list and select the first shadow under "Outer" which should be an "Offset Diagonal Bottom Right" shadow.



A little music anyone?

For the final touch, we'll add some countdown music. Keypoint will take care of the timing, we just need to tell it what to play.

1. With the clock selected, dropdown the "Sound" list in the "Clock Options" section of the Keypoint tab on the ribbon.
2. While we do have the option to browse and choose a specific song, for now, just choose "Generic Loops" and let Keypoint randomly select a different song from the Generic Loops folder for each question.

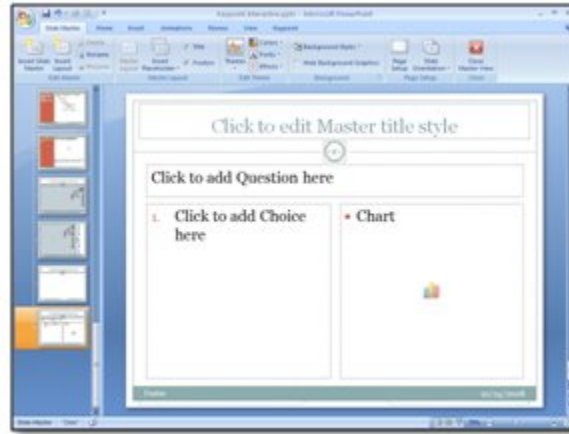
Graph looking a little flat?

Fortunately, spicing up the graph is as easy as the clock was.

1. Select the chart object so that you can edit it.
2. Now click once on one of the bars in the graph. This should automatically select all 4 bars. Note: For future reference, should you ever only wish to select one bar, slowly click twice on the desired bar.
3. With all 4 bars selected, drop down the "Shape Effects" list on the "Format" tab on the ribbon.
4. Choose the first bevel under "Bevel" which should be "Circle". Your bars will now have rounded edges.



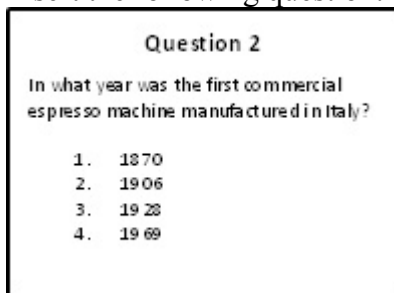
Step 3: Templates & Masters



Question 2

I'm willing to bet that most of your presentations will have more than one question. Now that you know how, this should be a review. Click your mouse on, or in the space after, the last slide so we can begin inserting the new question after the first one.

1. Insert the following question:



2. Now show the clock on the question slide. Don't worry that it isn't formatted yet.

Changing the Default Clock Style

You probably noticed that when you inserted the second clock, it was 10 seconds instead of 7, didn't have a shadow and wasn't going to play any music either. We can fix all of that and set the default style for all future clocks in the presentation with the click of a button.

1. Select the correctly formatted clock object on your "Question 1" slide.
2. Click the "Apply Style To All" button in the "Clock Options" area of the Keypoint tab.
3. When the "Clock Style Options" dialog pops up, click the "Style & Music" button to indicate that we want all clocks to look like this one and play random music from the same loops folder.

You'll now notice that the clock on Question 2 is formatted correctly. In fact, if you were to insert a question 3 the default clock would now be formatted the same as well. There's even an option to show the clock on all new slides by default in the options menu.

Changing the Default Chart Style

Unfortunately, due to the way PowerPoint handles charts, changing the default chart style will be a little more complex. We'll have to do it with 2 buttons instead of one.

1. Select the correctly formatted chart from Question 1.
2. Click the "Save As Template" button in the "Chart Options" area on the Keypoint tab.
3. Enter a name for this chart style and click save to save the template.
4. Now click the "Set & Apply Template" button in the "Chart Options" area on the Keypoint tab.
5. Select the chart template you just saved and click the "Open" button.
6. When the "Chart Template Options" dialog pops up, just leave the "Set as default template" box checked and click the "Apply To All" button.

The chart for Question 2 will now be formatted correctly and all future charts in this presentation will default to this template.

Mastering your layouts

I like to indent the choices under the question text a little bit. Rather than tweak each slide individually, let's use the Slide Master mechanism that PowerPoint has already provided for us.

1. Click the "Slide Master" button located on the View tab of the ribbon.
2. On the left are the thumbnails of each of the available slide masters. Toward the bottom will be one called "Keypoint Question and Chart Layout". Click on it to open that master for editing.
3. Select the "Click to add Choice here" placeholder and resize the left edge a little to create an indent.
4. Click the "Close Master View" button on the "Slide Master" tab on the ribbon.

Check out the questions. They both have the choices indented. You can use this same technique for fonts, colors, title placement, or really almost anything on any slide. The exceptions would be clocks and charts, but you already know how to handle those.